

**CALIFORNIA POLLUTION CONTROL  
FINANCING AUTHORITY**

915 CAPITOL MALL, ROOM 457 (95814)  
P.O. BOX 942809  
SACRAMENTO, CA 94209-0001  
TELEPHONE: (916) 654-5610  
TELECOPIER: (916) 657-4821

Michael Paparian  
*Executive Director*



**MEMBERS:**  
Bill Lockyer, Chair  
*State Treasurer*

John Chiang  
*State Controller*

Ana J. Matosantos, Director  
*Department of Finance*

**JOB OPPORTUNITY BULLETIN**

**Class:** Associate Treasury Program Officer/ or  
Staff Services Analyst  
**Tenure:** Limited Term (24 months)  
**Time Base:** Full Time  
**Salary:** \$4400 - \$5348 – ATPO  
\$2817 - \$4446 – SSA

**“Will consider both levels for recruitment purposes”**

Under the general direction of the Treasury Program Manager I, this position acts independently on the more complex programs for the CA Pollution Control Financing Authority. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

**Description of Essential Functions:**

- Acts as a liaison with lending institutions in the Small Business Loan Program (CalCAP) Air Resources Board (ARB) funded Heavy-Duty Vehicle (HDV) Air Quality Loan Program; answers inquiries; analyzes and processes loans and claims.
- Performs research and analysis on CalCAP ARB HDV-related issues and provides recommendation to management; updates and maintains various program reports; and assists with marketing efforts for the program.
- Analyzes applications submitted by prospective lenders to ensure compliance with CalCAP statutory authority, regulations, and policies; obtains additional information about prospective participants from the applicants and from other sources, including other government agencies.
- Arranges for meetings with new lenders to describe the program fully, to encourage activity under the program, and to train their loan personnel on the process of enrolling specific loans under the program.
- Prepares and provides technical information and assistance to CPCFA professional staff, other state agencies, and members of the banking and investment community.
- Prepares monthly reports to ARB and annual reports to the Legislature on the implementation of the HDV Air Quality Loan Program.
- Assists in preparing consultant contracts, amendments, and other various contract-related documentation and reports; makes recommendations concerning contract terms and task order preparation to management; prepares RFPs/RFQs and coordinates all activities associated with the consultant selection process.

**DESIRABLE QUALIFICATIONS:**

- Ability to analyze situations and take effective action using initiative, resourcefulness and good judgment
- Ability to communicate effectively
- Ability to establish and maintain cooperative working relationships
- Ability to work under pressure and handle multiple priorities
- Computer skills
- Courtesy and tact
- Good work habits and dependability

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have eligibility as a Staff Services Analyst, or Associate Treasury Program Officer. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcripts of completed number of units required for admittance to the exam. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "345-002-4223-020" or "345-002-5157-xxx" next to the classification on your application/resume, i.e., Associate Treasury Program Officer, CPCFA 345-002-4223-020, or Staff Services Analyst, CPCFA 345-002-5157-xxx.**

**FINAL FILING DATE:**

Applications will be accepted **Until Filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Michelle Bell  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.